

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER <b>EP6517025</b>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	<i>Director of Scheduling and Advance</i>	GS	0301	11	
4. Supervisor's Recommendation	Director of Scheduling & Advance	GS	0301	11	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE <b>Hupp, Millan</b>			
		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF THE ADMINISTRATOR		g.			
c. Immediate Office		h. Employing Office Location Washington, DC			
d.		i. Organization Code A00000000			
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <b>Ryan T. Jackson, Chief of Staff</b>			d. Typed Name and Title of Second-Level Supervisor <b>E. Scott Pruitt, Administrator, EPA</b>		
b. Signature <i>[Signature]</i>		c. Date <i>6/21/17</i>		e. Signature <i>[Signature]</i>	
				f. Date <i>6/21/17</i>	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code <i>8888</i>		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature <i>[Signature]</i>	
				j. Date <i>06/26/17</i>	
11. REMARKS <i>SECRET Clearance</i>					

## **DIRECTOR OF SCHEDULING and ADVANCE GS-0301-11**

### **INTRODUCTION**

This position is located in the Scheduling Staff, Office of the Administrator. In this capacity, the incumbent serves as the Director of Scheduling and Advance for the Administrator and Deputy Administrator, responsible for strategic scheduling and operations for the Administrator and Deputy Administrator.

The incumbent of this position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator and Deputy Administrator. A confidential relationship of a Schedule C nature is imperative as the incumbent will speak for the Administrator and, as such, will be expected to reflect his/her philosophies in conversation with leading figures of the government, businesses and other groups. The incumbent will also be obliged to present the views of the Administrator and Deputy Administrator in correspondence and other communications with agency managers and program officials.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as Director of Scheduling and Advance with the responsibility of leading the strategic operations for the Administrator. In this capacity, the incumbent serves as the Chair of the Administrator's Scheduling Review Team. Oversees the arrangements of trips, including all planning and advance arrangements, review of invitations, selection of speaking forums, and, in coordination with the Multi Media Operations and Services Staff and other offices, arranges for press conferences, television and other media appearances. This involves dealing with high ranking officials of the Agency, Congress, the White House, other Federal departments and agencies, State and local governments, scientific and research groups and associations, industry, public interest groups, foreign governments and the media.
2. Serves as personal representative for the Administrator in personal contacts with high ranking officials of the Agency, members of Congress, White House representatives, scientific and research groups and associations, foreign governments, and others. Ascertain the reasons for the visit and decides with the Deputy Chief of Staff to the Administrator whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Administrator. In cases which require the Administrator's attention, the incumbent schedules appointments, determines which take precedence, decides when an appointment may be interrupted, cancelled, rescheduled, etc., without prior approval. When the matter does not require the personal attention of the Administrator but deals with highly technical or sensitive information, refers the matter to the proper official. On matters which are covered by established policies, explains procedures based on own knowledge of the Administrator's thinking.

3. Responsible for overseeing the Scheduling and Advance Staff, Office of the Administrator, which is responsible for maintaining the Administrator's calendar, responding to invitations, and ensuring that necessary speeches and briefing materials are prepared.
4. Maintains the Administrator's daily calendar of appointments, establishing priorities and scheduling, shifting and declining appointments; accepting or declining requests for meetings. Collaborates with the Chief of Staff and Deputy Chiefs of Staff to the Administrator as needed.
5. Maintains a compilation of the Administrator's official weekly calendar and updates it for historical and official records.
6. Develops and maintains a master advance calendar of all meetings, conferences and travel involving the Administrator to assist in planning and coordinating his/her schedule and to utilize his/her time efficiently. This involves contact with key program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.
7. Participates in top-level planning and policy discussions with the Deputy Chiefs of Staff to the Administrator, as well as key Agency officials on matters relating to the Agency as a means to following up on decisions or requests for meetings or further action on appropriate issues.
8. Performs other duties as assigned.

### **SUPERVISORY GUIDE FACTORS**

#### **Program Scope and Effect**

**Factor 1-2**

**350 points**

Directs a program segment that performs technical and professional work. Services are both technical and professional services, significant to OA. . Activities, functions, or services accomplished directly and significantly impact a wide range of agency activities. The work significantly impacts the provision of essential support operations to varied and complex technical and professional functions.

#### **Organizational Setting**

**Factor 2-2**

**250 points**

The position is accountable to a position that is GS-14 level, or equivalent or higher level; or to a position which directs a substantial GS-15 or equivalent subordinate supervisors, officers, contractors, or others.

#### **Supervisory/Managerial Authority Exercised**

**Factor 3-2**

**450 points**

Exercises at least six of the following supervisory authorities and responsibilities:

- Plans and schedules ongoing production-oriented work through direct assignments. Adjusts staffing levels or work procedures within the organizational unit to accommodate resource allocation decisions. Improve work methods and procedures used to produce work products;
- Exercises significant responsibilities in dealing with officials of other units or organizations or in advising management official of higher rank;
- Plans work to accommodate subordinates, set and adjust short-term priorities, and prepare scheduled for completion of work.
- Gives advice, counsel, or instruction to employees on both work and administrative matters;
- Decides methodologies to use in achieving work goals and objectives and in determining other management strategies;
- Oversees the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize;
- Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; Makes or approves selections for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;
- Hears and resolves complaints from group grievances or serious employee complaints;
- Approves expenses comparable to within-grade increases, extensive overtime, and employee travel;
- Identify development and training needs of employees, providing or arranging for needed development and training;
- Recommends awards and bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;
- Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

#### **FACTOR 4a NATURE OF Contacts 4A-3**

**50 Points**

As a Director of Scheduling and Advance, the incumbent's personal contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up to date technical familiarity with complex subject matter. Frequent contacts are comparable to any of the following:

- High ranking military or civilian managers, supervisors, and technical staff at bureau and major organization level of the Agency; with Agency headquarters administrative support staff, or with comparable personnel in other Federal agencies;
- Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage;
- Journalists representing influential city or county newspapers or comparable radio or television coverage;

- Congressional committee and subcommittee staff assistants below staff director or chief counsel levels;
- Contracting officials and high level technical staff of large industrial firms;
- Local officers of regional or national trade associations, public action groups, or professional organizations; and /or State and local government managers doing business with the Agency

**FACTOR 4B PURPOSE OF Contacts 4B-2**

**75 Points**

Contacts are to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and/or to resolve differences of opinion among managers, supervisors, employees, contractors and others.

**Difficulty of Typical Work Directed**

**Factor 5-5**

**650 points**

The highest graded non-supervisory work directed, which requires at least 25% of this position's duty time, is GS-09 or higher, or equivalent.

**Other Conditions**

**Factor 6-3**

**975 points**

Supervision and oversight involves advanced coordination and integration of a number of very important and complex program segments or programs of professional, technical, or administrative work comparable in difficulty to GS-09 or higher level. Supervision and resource management involves major decisions and actions which have a direct and substantial effect on the organizations and programs managed.

**Total Points:** 2725

**Grade Conversion:** GS-11